



Diigo Educator Account

Step 1: Apply for an Educator Account

- Visit the Diigo Education page <http://www.diigo.com/education> (Note: please make sure that you are first signed into your diigo account prior to submitting your application.)
- Fill out the application, and submit. Please share as much info as possible to facilitate the approval process.

Note: We only accept school email to verify educator identity. If you don't have one or need assistance, please contact us at education@diigo.com. Deterring potential abuse is an important consideration for us. Thanks for your understanding.

Step 2: Email Notification

- Once approved, you will receive an activation email. If you haven't received it within 48 hours, or can't find your confirmation email, please check your spam folder, or contact education@diigo.com for assistance.

Step 3: Access Teacher Console

Your personalized Teacher Console, located at http://www.diigo.com/teacher_entry/console, is where you create and manage student accounts and class groups.

Your teacher console can be conveniently accessed via the drop-down menu under your username, as illustrated below:

Step 4: Create A Class Group

The first step for using Diigo for a new class is to create a new Diigo group for the class.

Click the "**Create A Group for My Class**" link to create a group for your class:

While setting up a class group is fairly similar to a regular group, here are a few differences:

- **Recommended Keywords**- grade and subject for the class should be entered as keywords for the class. This can be done by simply pointing-and-clicking the grades and subjects.
- **Group members as friends** - You as the teacher has the option to automatically make all students in the same class group as friends with one another on Diigo so they can easily communicate with each other. This is especially needed since student accounts have been pre-set to only allow messages from friends only.

Step #6: Create Student Accounts and add to class group.

If your students don't have emails, use Option #1 to create student accounts by simply entering their names or uploading an entire class roster at once:

Input your students' names, and we'll automatically create usernames & passwords for them. You can also edit necessary change before the student accounts are created:

Tip: Students' real name are optional. You can just use some codename like "Student 101" in the name fields.

Step #7 Manage Class groups / Student Accounts using Teacher Console

To access, use the drop-down menu under your username and select "**Teacher Console**".

Once there, use these options to manage your class groups / student accounts:

- **Group Name** - click to view / manage the class group. For more tips on diigo group's functionalities, visit [Diigo Groups Help](#) section
- **Add Members** - click to add more members (either by creating more student accounts or inviting people to join by email or enter your friends' diigo username)
- **Print Members** - click to print the class list. Cut them along the dotted line and hand them out to your students. (note: only student accounts you created will be printed.)
- **Manage Members** - You can grant any number of members as a **moderator** with editing right, **ban** any member, or restore their membership.

Source: <http://help.diigo.com/teacher-account/getting-started> (accessed 4/2/12)